

St Luke's Lutheran Church

Position Title: Sexton

Position Purpose: The Sexton is responsible for helping maintain St Luke's facilities by cleaning, ordering and restocking some supplies, and ordering/preparing some areas.

Position Category/Type: Contract

Supervision/Reports To: Property Committee Chairperson

Qualifications:

1. A professed and practiced belief in Jesus Christ as Lord.
2. Physical ability and mobility in order to perform the necessary sexton duties
3. Adequate skill in the use various appliances and tools.
4. Organizational skills necessary to schedule and execute duties, inventory supplies and order replacements, etc.

Role and Responsibilities:

- Weekly List
 - Check bathroom supplies and replace as needed.
 - Clean bathrooms in Sanctuary bldg. and Fellowship bldg.
 - Dust mop hardwood floors in Sanctuary bldg.
 - Dust wood furniture in Sanctuary bldg. and Fellowship bldg. parlor.
 - Dust and vacuum Narthex
 - Vacuum carpet in Sanctuary bldg. and Fellowship bldg., but not behind stage.
 - Vacuum all floor mats.
 - Straighten pews (includes picking up loose papers, replacing pencils, attendance registers, and putting hymnals in pew racks).
 - Empty all trash cans in Sanctuary bldg. and Fellowship bldg. bathrooms, offices, and classrooms only.
- As Needed List
 - Vacuum balcony and balcony steps
 - Clean doors and door glass in Sanctuary bldg. and Fellowship bldg.
 - Mop Narthex
 - Clean Narthex windows
 - Clean water fountains in Sanctuary bldg. and Fellowship bldg.
 - Clean Sunday School areas in Sanctuary Bldg.
 - Dust window sills and clean pews
- Activities that are expressly NOT part of Sexton duties and expectations
 - Maintenance of any grounds/landscaping

- Repairs to buildings, appliances, etc.
- Cleaning and organization of the Kitchen
- Cleaning and organization of the Fellowship Hall other than listed above.

Anticipated Hours/Schedule

1. There are no specific office hours.